**MYP1 Activity**

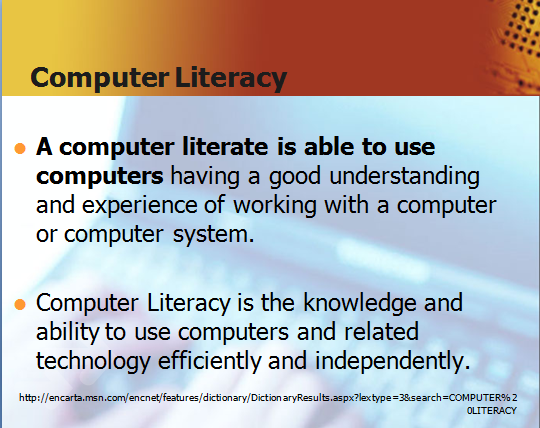
**February 1st, 2011**

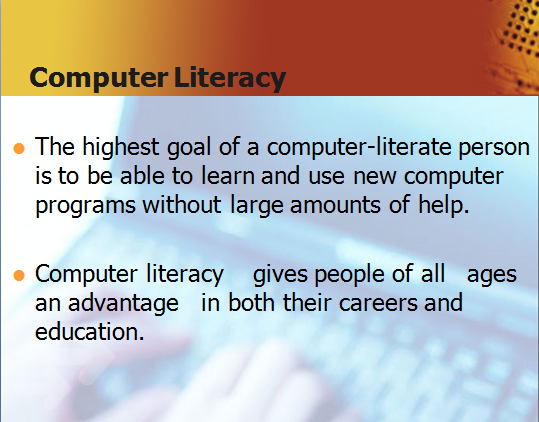
**IT Lab**

**INSTRUCTIONS: Answer the following:**

* **If I am a computer literate, I am able to:**
* **Computer literacy means:**

**INSTRUCTION: Read the following:**

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**INSTRUCTIONS: Test your computer literacy level**

**General Computer Operations**

**Instructions: Rate your skills in each area:**

0 = no ability   
1 = very limited ability   
2 = sufficient for basic tasks only   
3 = good, adequate for most tasks   
4 = very proficient (can come up with new solutions)   
5 = expert (can teach it to others)

(Click on the down arrow on the right side of the box to choose your level)

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**I am able to use the computer to:** 

* perform elementary tasks, such as:
  1. perform the boot process
  2. perform virus protection and scan
  3. install software from disk or CD-ROM
  4. create folders and subdirectories
  5. create and use filenames and extensions
  6. search for files and directories
  7. print selected pages
  8. find answers to questions using on-line HELP feature
  9. create page setup (e.g. page orientation, columns)
* manipulate files, including such tasks as:
  1. retrieve files
  2. copy, move, delete files
  3. back-up files
  4. use auto-save
  5. organize files in subdirectories/folders
  6. import and export files
* perform disk operations, such as:
  1. format diskettes
  2. copy diskettes
  3. write-protect diskettes

**I am able to use e-mail and the Internet to communicate and located information. This would include the ability to:** 

* use e-mail to:
  1. send and receive e-mail messages
  2. enclose and recover documents attached to e-mail messages
* use the Internet to:
  1. access the Internet with a browser
  2. navigate the Web by use of links and URL addresses
  3. use search engines to locate desired information
  4. download and print desired items from the Internet
  5. use listservs (a program capable of distributing e-mail to thousands of people who subscribe to the list)
  6. access and contribute to chat rooms and newsgroups
  7. recognize appropriate use of listservs, chat rooms, newsgroups
  8. create World Wide Web pages
  9. use a Web Publishing tool
  10. organize and moderate a synchronous computer conference using a chat tool
  11. use e-mail, newsgroups, listservs, and WWW to support class communication

**I am able to create a document on the computer using a word processing program. This would include the ability to:** 

* perform basic word processing tasks, such as:
  1. enter text
  2. select object (e.g. text, graphics)
  3. save document files
  4. print document files
  5. use document preview option
* perform editing tasks such as:
  1. cut and copy and paste selected object
  2. insert and delete selected object
  3. make corrections using spell check
  4. make corrections using grammar check
  5. use thesaurus
* perform formatting tasks, such as:
  1. select and change fonts
  2. select and change styles (e.g. boldface, italics, underlining)
  3. select and change font sizes
  4. set line spacing (e.g. single space, double space, etc.)
  5. insert page numbers
  6. set paragraph alignment (e.g. left, right, center, justified)
  7. set paragraph indentation (e.g. first-line indent, hanging indent)
  8. create itemized lists (e.g. bullets, numbered lists)
  9. set margins
  10. set tabs
  11. insert page breaks
  12. create tables
* create references and citations, such as:
  1. footnotes/endnotes
  2. works cited page
  3. insert headers/footers

**I am able to create a worksheet on the computer using a spreadsheet software program. This would include the ability to:** 

* perform data entry tasks, such as:
  1. enter labels, values, headings
  2. enter formulas using arithmetic operators and/or built-in functions
  3. create charts and graphics from cell contents
* perform editing tasks such as:
  1. cut and copy and paste cell contents
  2. delete cell contents
  3. insert and delete rows and columns
* perform formatting tasks, such as:
  1. set fonts, font sizes, styles
  2. Apply appropriate formats for cell contents (e.g.currency,percent,etc.)
  3. align cell contents (left,right,center,justify,center across columns)
  4. set and change row and column width and height

**I am able to create and manipulate a database using database management software. This would include the ability to:** 

* identify and enter the database structure, including such tasks as:
  1. entering the field name, the field size, the data type
  2. indicate the primary key
  3. indicate default values
* enter the database data, including such tasks as:
  1. enter data into fields and records
* modify the database contents, including such tasks as:
  1. change the structure of the database
  2. change the record contents
  3. insert and delete fields
  4. insert and delete records
* manipulate the database, including such tasks as:
  1. sort the records in the database
  2. perform queries and searches on the records
  3. link related tables in the database
  4. create reports from the data
  5. create mailing labels from the data

**I am able to create and manipulate graphics files. This would include the ability to perform tasks such as:** 

1. use clip art
2. capture a preexisting image by scanning
3. capture a preexisting image from video input
4. create an image using a graphics program
5. use font style and size
6. use color,space,and layout

**I am able to apply general technology knowledge and skills to:** 

* be knowledgeable about legal and ethical aspects of information issues, such as:
  1. authenticity and authority
  2. accuracy, credibility, sufficiency
  3. access vs. privacy, including confidentiality and security
  4. fair and unfair use of intellectual property
  5. free speech vs. civil rights
  6. censorship
* perform the following tasks:
  1. discriminate between various technologies and their capabilities (e.g. scanning, videoconferencing, teleconferencing)
  2. convert from one system to another
  3. perform software upgrades
  4. create instructional design using technology
  5. develop instructional materials using presentation software or an "authoring" tool (e.g. Author ware, Tool book)
  6. use technology to support written and oral presentations
  7. compress and expand files (e.g.: "unzip" or "unstuff")
  8. search library databases

**INSTRUCTIONS: Study the following concepts and test them in pairs**

**ASCII** -- (American Standard Code for Information Interchange)

This is the defacto world-wide standard for the code numbers used by computers to represent all the upper and lower-case Latin letters, numbers, punctuation, etc. There are 128 standard ASCII codes each of which can be represented by a 7 digit binary number: 0000000 through 1111111.

**ASP** -- (Application Service Provider)

A organization (usually a business) that runs one or more applications on their own servers and provides (usually for a fee) access to others. Common examples of services provided this way include web-based software such as Calendar systems, Human Resources tools (timesheets, benefits, etc.), and various applications to help groups collaborate on projects.

**Bandwidth**

How much stuff you can send through a connection. Usually measured in bits-per-second (*bps*.) A full page of English text is about 16,000 bits. A fast modem can move about 57,000 bits in one second. Full-motion full-screen video would require roughly 10,000,000 bits-per-second, depending on compression.

**Binary**

Information consisting entirely of ones and zeros. Also, commonly used to refer to files that are not simply text files, e.g. images.

**Bit** -- (Binary DigIT)

A single digit number in base-2, in other words, either a 1 or a zero. The smallest unit of computerized data. *Bandwidth*is usually measured in bits-per-second.

**Blog** -- (weB LOG)

A blog is basically a journal that is available on the *web*. The activity of updating a blog is "blogging" and someone who keeps a blog is a "blogger." Blogs are typically updated daily using software that allows people with little or no technical background to update and maintain the blog.

**bps** -- (Bits-Per-Second)

A measurement of how fast data is moved from one place to another. A 56K *modem* can move about 57,000 bits per second.

**Broadband**

Generally refers to connections to the Internet with much greater *bandwidth* than you can get with a *modem*. There is no specific definition of the speed of a "broadband" connection but in general any Internet connection using *DSL* or a via Cable-TV may be considered a broadband connection.

**Browser**

A *Client* program (software) that is used to look at various kinds of Internet resources.

**Byte**

A set of Bits that represent a single character. Usually there are 8 Bits in a Byte, sometimes more, depending on how the measurement is being made.

**Cookie**

The most common meaning of "Cookie" on the Internet refers to a piece of information sent by a Web *Server* to a Web *Browser* that the Browser software is expected to save and to send back to the Server whenever the browser makes additional requests from the Server. Cookies do not read your hard drive and send your life story to the CIA, but they can be used to gather more information about a user than would be possible without them.

**Cyberpunk**

Cyberpunk was originally a cultural sub-genre of science fiction taking place in a not-so-distant, dystopian, over-industrialized society. The term grew out of the work of William Gibson and Bruce Sterling and has evolved into a cultural label encompassing many different kinds of human, machine, and punk attitudes. It includes clothing and lifestyle choices as well.

**Cyberspace**

Term originated by author William Gibson in his novel *Neuromancer* the word Cyberspace is currently used to describe the whole range of information resources available through computer networks.

**DNS** -- (Domain Name System)

The Domain Name System is the system that translates Internet *domain names* into *IP numbers*. A "DNS Server" is a *server* that performs this kind of translation.

**Domain Name**

The unique name that identifies an Internet site. Domain Names always have 2 or more parts, separated by dots. The part on the left is the most specific, and the part on the right is the most general. A given machine may have more than one Domain Name but a given Domain Name points to only one machine. For example, the domain names:

matisse.net

mail.matisse.net

workshop.matisse.net

**Download**

Transferring data (usually a file) from a another computer to the computer you are are using. The opposite of *upload*.

**DSL** -- (Digital Subscriber Line)

A method for moving data over regular phone lines. A DSL circuit is much faster than a regular phone connection, and the wires coming into the subscriber's premises are the same (copper) wires used for regular phone service. A DSL circuit must be configured to connect two specific locations, similar to a leased line (howeverr a DSL circuit is not a *leased line*.

A common configuration of DSL allows downloads at speeds of up to 1.544 megabits

**Email** -- (Electronic Mail)

Messages, usually text, sent from one person to another via computer. E-mail can also be sent automatically to a large number of addresses.

See also: [*Listserv ®*](http://www.matisse.net/files/glossary.html#Listserv%20®)*,* [*SMTP*](http://www.matisse.net/files/glossary.html#SMTP)

**Fire Wall**

A combination of hardware and software that separates a *Network* into two or more parts for security purposes.

See also: [*Network*](http://www.matisse.net/files/glossary.html#Network)

**Gigabyte**

1000 or 1024 *Megabytes*, depending on who is measuring.

See also: [*Byte*](http://www.matisse.net/files/glossary.html#Byte)

**Home Page (or Homepage)**

Several meanings. Originally, the *web* page that your *browser* is set to use when it starts up. The more common meaning refers to the main web page for a business, organization, person or simply the main page out of a collection of web pages, e.g. "Check out so-and-so's new Home Page."

**HTML** -- (HyperText Markup Language)

The coding language used to create *Hypertext* documents for use on the *World Wide Web*. HTML looks a lot like old-fashioned typesetting code, where you surround a block of text with codes that indicate how it should appear.   
  
The "hyper" in Hypertext comes from the fact that in HTML you can specify that a block of text, or an image, is linked to another file on the Internet. HTML files are meant to be viewed using a "Web Browser".

**HTTP** -- (HyperText Transfer Protocol)

The protocol for moving *hypertext*files across the *Internet*. Requires a HTTP *client* program on one end, and an HTTP *server* program (such as *Apache*) on the other end. HTTP is the most important protocol used in the *World Wide Web (WWW)*.

**Hypertext**

Generally, any text that contains links to other documents - words or phrases in the document that can be chosen by a reader and which cause another document to be retrieved and displayed.

**ISP** -- (Internet Service Provider)

An institution that provides access to the Internet in some form, usually for money.

**Kilobyte**

A thousand bytes. Actually, usually 1024 (210) bytes.

**LAN** -- (Local Area Network)

A computer network limited to the immediate area, usually the same building or floor of a building.

**Login**

Noun or a verb.

Noun: The account name used to gain access to a computer system. Not a secret (contrast with *Password*).

Verb: the act of connecting to a computer system by giving your credentials (usually your "username" and "password")

**Megabyte**

Technically speaking, a million *bytes*. In many cases the term means 1024 *kilobytes*, which is a more than an even million.

**Modem** -- (MOdulator, DEModulator)

A device that connects a computer to a phone line. A telephone for a computer. A modem allows a computer to talk to other computers through the phone system. Basically, modems do for computers what a telephone does for humans.  
  
The maximum practical *bandwidth* using a modem over regular telephone lines is currently around 57,000 *bps*.

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